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WELCOME



Dear Students,

It is with great pleasure that I welcome all new and returning students to Sam Houston State University. We are pleased that you chose this university.

The year is filled with many new and exciting things for everyone. Those of you who are returning students are already aware of the many opportunities for learning, recreation, and enjoyment that SHSU has to offer. If you are a new student, I urge you to become familiar with the activities

available to you and to take advantage of them. It is important that you become involved in the University Community.

I ask that you thoroughly read this handbook and become familiar with the various rules and regulations and the rights and responsibilities of others on campus. The faculty and staff are willing to assist you whenever possible. Do not hesitate to ask questions.

We are glad to have you as a member of the Bearkat family. I wish for you a very good year.

Sincerely,

James F. Gaertner
President

Students' Financial Obligations

Students are expected to meet their financial obligations to the university within the designated time allowed. Registration fees, or the first payment of the installment fee plan, are payable at the time of registration, and students are not entitled to enter class or laboratory until their fees and deposits have been paid. Other charges are due at registration or within ten days after a bill is rendered by the university or according to the special payment instructions that may be printed on the bill:

Sanctions for Failure to Pay

Failure of any student to resolve his/her financial obligation to the university or failure to pay in the allotted time the amount owed to the university for tuition, fees, or charges permitted by law may result in any or all of the following:

1. Assessment of late fees and reinstatement fees.
2. Dismissal from the university or other disciplinary action.
3. Withholding of future registration privileges.
4. Withholding the issuance of grades or a transcript.
5. Withholding the conferring of a degree.
6. Bar against readmission for the student.
7. Denial of credit for work done during the semester in which tuition and fees are owed.

CO-CURRICULAR USE OF UNIVERSITY FACILITIES

1. Purpose and Application

1.1 The physical facilities of the university are an integral part of the total structure and must be utilized to give the greatest support to the total program of the university. Primary consideration in the use of facilities must be the fulfillment of the educational needs of the university community. The administration does not desire to deny an autho-

rized individual or organization the use of any facility so long as this use does not impede the university's educational function. It is, therefore, necessary for all functions on campus, except for those using recreational and/or athletic facilities, academic buildings, or those facilities managed by the President's Office which require the use of institutional facilities to receive the approval of the director of the Lowman Student Center and for the appropriate facility to be scheduled and reserved through the LSC Office in accordance with the provisions of paragraph 3.1 of this policy.

1.2 The purpose of this policy is to delineate policy relating to the co-curricular use of university facilities.

1.3 As a general rule, parents and spouses of students and members of the faculty, persons who visit and consult with members of the administration or faculty, and others who have a legitimate interest in the university and who desire to occasionally visit the university campus are welcome. The facilities and campus of the university are, however, reserved for and dedicated to educational use and no use may be made of the same which is inconsistent with that primary use.

1.4 The university, acting on its own or at the request of an officially recognized campus organization, may invite speakers, performers, or entertainers to appear before audiences on the university campus. For further information see Sec. 4.3 Time, Place and Manner Restrictions.

1.5 No person or persons who substantially interfere with or who threaten with the apparent ability to carry out such threat to substantially interfere with the normal activities of the university or to substantially interfere with or deny the lawful rights of others to use the facilities of the university shall enter or remain upon the university campus.

2. Permission to Use

2.1 The following groups are welcome to use the university facilities upon receipt and confirmation of their request for use.

- a. Student organizations as recognized by the university and appropriately sponsored.
- b. Academic organizations, faculty and university staff groups.
- c. Participants in short courses or specialized programs administered by the university.
- d. Professional societies or business organizations participating in programs related to academic activities of the university.
- e. Groups sponsored by a university department.
- f. Groups or individuals sponsored or invited by the university president or his designated official(s).

2.2 In addition to the specific regulations contained in this document, certain general responsibilities are incumbent upon organizations using the facilities and each organization is accountable for its activities in the context of these general responsibilities.

- a. The activities shall be consonant with the purpose of the organization and the university and with established university regulations and public laws.
- b. The organization shall not engage in activities which interfere with the ongoing activities of the university or of any other approved organization.
- c. The organization shall be responsible for its members' behavior when:
 - (1) they are acting as members of the organizations (with or without official approval) rather than as individuals.
 - (2) an event is held (officially or unofficially) in the name of the organization.
 - (3) they act in a manner which indicates such action is motivated by mutual membership in the organization.
 - (4) the association between, and the action of the individuals under circumstances which draw attention to the organization rather than to themselves as individuals.
 - (5) Organizations are responsible for damages, injuries, etc., that occur during use.

3. Conditions and Limitations on Use of Facilities

3.1 Requests for approval of functions and for facilities must be made on the appropriate form provided and available in the Lowman Student Center (LSC) office, and on the LSC website www.shsu.edu/~lsc. All signatures must be obtained, questions answered, and the request presented a minimum of two (2) business days prior to the desired date of use. For the Room Reservation Request Form and Semester Meeting Room Reservation Request Form, the final acknowledgment of a reservation should come from the director of the LSC within two (2) business days after submission. For the Facilities Reservation Form, the final confirmation of the reservation will be made via e-mail to the e-mail address provided on the reservation form.

3.2 Sponsoring organizations assume full responsibility for any financial obligations, damage to facilities or equipment, actions of participants, and for having read and understood the university Code of Student Conduct and Discipline and the university Policy on Speech and Assembly. A faculty/staff advisor may be required to be in attendance during the scheduled use of any university facility by an organization.

3.3 Whenever non-university groups share with university groups in the use

of university facilities, it must be upon the invitation of the university and with the understanding that the sponsoring organization assumes full responsibility for the activity.

3.4 The university is no way obligated for functions in which an organization has contracted an outside individual or group (such as a speaker, entertainment group, dance band, etc.) and there is an honorarium or fee involved unless a contract is signed by an official representative of the university specifically authorized by the president of the university.

3.5 Admission charges may be made or an offering may be received if university approval is given at the time the reservation is completed for the use of its facilities.

4. Arrangements

Any representative authorized by a campus recognized organization may pick up the appropriate reservation request form from the LSC Office, located in Room 311. The request form must be completed, signed by the organizational representative making the reservation and the faculty/staff sponsor, and then returned to the director of the LSC for final approval.

5. Off-Campus Activities

Any wholly off-campus activity will not require university approval. If any activity is planned that involves university facilities and off-campus facilities, that portion that is held on campus must be cleared and approved through the usual arrangement procedures.

6. Legal Considerations and Disruptions

6.1 Non-members of the university community are required, while on the campus, to observe and comply with the rules and regulations adopted by the university or the Board of Regents: copies of the same to be found in the Dean of Students' Office as well as those specific statutes of the state of Texas relating to university property. Non-members of the university community are also required, while on campus, to

identify themselves upon the request of a university official or University Police or other law enforcement officer in the performance of his or her duty.

6.2 The university campus is not a sanctuary and any person who violates any local, state, or federal law shall not be protected nor given any preferred status in the eyes of the law by reason of the fact that the violation occurred on the university campus or by reason of the fact that the violator is a member of the university community.

6.3 When it appears to the president, or any university official or an officer of the University Police authorized and designated by him to maintain order, that any non-member of the university community has violated on the campus, any local, state, or federal law or any university rule or regulation, such person or persons may be ordered by such official or officer of the University Police to leave the university campus, and should the university see fit, charges filed against such person or persons.

6.4 The president may make due application to any court for injunctive or other judicial relief in regard to the threatened or actual violation of any of the above-mentioned rules or regulations.

7. Review

7.1 The responsibility of review and to recommend the revision or cancellation of this Policy Statement resides with the vice president for student services.

7.2 This policy shall be reviewed annually.

8. Appeal

Students or university-recognized student organizations may follow the student affairs grievance procedure in any appeal of this policy.